

CHECKLIST FOR COMBINING OUT-OF-STATE GED® RECORDS

Test-Taker Information

- ❑ The test-taker is responsible for obtaining an official transcript of their scores from the state in which they tested. This official transcript must be provided to the examiner *before* the test.
- ❑ Go to www.acenet.edu/cill/ged for information about how to contact the testing program in another state.
- ❑ The test-taker must complete a demographic form to establish a record in the Kentucky GED database. This completed form must be taken to the testing center.
- ❑ The test-taker must complete and sign a KYAE-6 GED Testing Application form.
- ❑ The test-taker must retake the Official GED Practice Tests (OPT) on each subject they have not yet passed and have the KYAE-6 signed by an adult education provider certifying they have taken and passed those OPT subjects.
- ❑ The test-taker must provide a release of information to KYAE to receive their test history since the transcript only provides five scores. Test history prevents the administration of repeating test forms that do not count.
- ❑ Have all documentation to the test center one week prior to testing.

Provider Information

- ❑ Each state has a separate database. Currently not even the state administrator can access another state's database.
- ❑ If a test-taker enrolls at your adult education center and is from another state, please help the test-taker obtain a transcript from the other state.
- ❑ Make sure the test-taker completes a Kentucky demographic form, a KYAE-6 application, and takes the OPT on any GED subjects not yet passed.
- ❑ Inform the test center when the test-taker registers to test that the test-taker is from out-of-state.
- ❑ Emphasize to the test-taker that all documentation must be at the test center one week prior to testing.

Examiner Information

- ❑ Each state has a separate GED database regardless of the scoring center used. Currently, not even the state administrator can access another state's database.
- ❑ Send the official transcript from the other state and a completed Kentucky demographic form to KYAE.
- ❑ KYAE will create the test-taker record. When the test-taker tests, the Kentucky record with the out-of-state scores will already be created. Kentucky scores will go into the record.
- ❑ The state office handles out-of-state scores to prevent repeated test forms and circumvention of the three times per year testing rule.
- ❑ The KYAE-6 form should have OPT scores on any subject not yet taken or passed.
- ❑ This process minimizes wait time for the test-taker and tracking for combination of scores.